

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 11/1/11
Time: 1:00 PM – 3:00 PM
Attendees: Rowland Agbede (MDA), Michael Bentivegna (CGIS), Ashley Buzzeo (CGIS), Jim Cannistra (MDP), Jennifer English (DHMH), Bill Fearington (DHR), Julia Fischer (DBED), Barney Krucoff (GIO), Lisa Lowe (DNR), John Madigan, Mike Sheffer (SHA), Frank Siano (MDE) and Brad Wolters (DHCD)

AGENDA:

- **Introductions** 1:00 – 1:05
 - **Executive Committee Meeting Recap** 1:05 – 1:15
 - **Future Funding** 1:15 – 1:25
- **Application Subcommittee Updates** 1:25 – 1:30
 - **Future of Flex Programming** 1:30 – 1:40
- **Data and Resources Subcommittee Updates** 1:40 – 1:50
 - **MD iMap Stats Discussion** 1:50 – 2:00
 - **State of the Metadata** 2:00 – 2:10
 - **2011 Imagery Products** 2:10 – 2:20
- **Outreach Subcommittee Updates** 2:20 – 2:25
 - **Twitter/Communication Plan** 2:25 – 2:35
- **Security Subcommittee Updates** 2:35 – 2:40
- **Additional Business**
 - **PSAP Examples** 2:40 – 2:50

NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
ELA License Request Form	Submitted:	GIO
• Share existing form information with group	11/1/11	
ELA Renewal	Submitted:	GIO
• Post GSA price schedule for reference	11/1/11	
Geospatial Information Office	Submitted:	GIO
• Send slides via email	11/1/11	
Future of Flex Programming	Submitted:	Jim Cannistra
• Approach Steven Anderson (Axis Geospatial) about presenting his pros/cons presentation to the group	11/1/11	
Arcgis.com Enhancement available under ELA	Submitted:	GIO
• Barney to receive updates tomorrow and will pass them along	11/1/11	
Volunteer Map using Arcgis.com	Submitted:	Michael Bentivegna
• Share with MD iMap group link to webpage	11/1/11	

ON-GOING ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
ELA Call List <ul style="list-style-type: none"> Email updated version of call list to Tech Comm 	Submitted: 9/20/11	Co-Chairs
ELA <ul style="list-style-type: none"> Provide list of contributing agencies to MD iMap Tech Comm Provide list of contributing agencies 	Updated: 11/1/11; 8/2/11 Submitted: 7/19/11	GIO
Statewide GIS Strategic Plan <ul style="list-style-type: none"> Applying for CAP Grant to pursue (March 2012 Awarding) 	Updated: 11/1/11 Submitted: 1/4/11	Deputy GIO
ArcGIS 10 Migration <ul style="list-style-type: none"> Provide outline and pros/cons list to provide to Executive Committee (CGIS) Provide information about how long MD iMap will be down and plan for migration (CGIS) CGIS is testing implications of migration Further discussion is necessary concerning this topic 	Updated: 6/21/11; 11/16/10 Submitted: 9/21/10	Technical Committee

Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Application Specific Services <ul style="list-style-type: none"> Facilitate a discussion with CGIS concerning potential options for map service storage and organization 	Updated: 11/1/11 Submitted: 7/5/11	GIO
Support of StateStat Application (Capital Budget & ARRA applications) <ul style="list-style-type: none"> Graph of hours/budget of efforts to support these applications (CGIS) Provide an understanding of when support crosses from normal, budgeted attention to custodian of application needs to be charged extra because of rush charge, etc. (CGIS) 	Submitted: 6/21/11	CGIS
Application Submission Procedures <ul style="list-style-type: none"> Update detailed procedures for application creation and update Resend Application Submission Procedures draft to Technical Committee (Co-chairs) 	Submitted: 6/21/11	Technical Committee
License Agreement in regards to Code Sharing <ul style="list-style-type: none"> Brian Sivak wants applications and their code to be in the public domain and freely available for sharing Awaiting response from Kenny Miller concerning how to proceed Check with Brian Sivak for comment concerning whether to code share through MD iMap Portal or another open source repository 	Updated: 11/1/11; 7/5/11; 6/21/11 Submitted: 6/7/11	GIO

Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> • Provide updated worksheet to Kenny Miller for review, after updates have been applied (Kaushik Dutta) • Development Code Worksheet Generated (Kaushik Dutta) • Date of Launch – add this additional column and information to worksheet (Kaushik Dutta) • Work on filling in missing information (Kaushik Dutta & Kenny Miller) • Meeting to be scheduled to discuss next steps • Excel spreadsheet inventory being produced by CGIS and MES • Actively being pursued • Obtain Flex code from CGIS and MES for MD iMap-based applications 	Updated: 7/5/11; 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	Kaushik Dutta Kenny Miller
Developer Contact List <ul style="list-style-type: none"> • Submitted to Deputy GIO • List to be developed • Compile developer point of contact list 	Updated: 9/20/11; 4/5/11; 12/21/10 Submitted: 11/16/10	Application Subcommittee Kaushik Dutta
arcgis.com My Maps <ul style="list-style-type: none"> • Discussion has occurred, but final decision on hold • Need to consider how MD iMap services appear when pulled into arcgis.com and suggest potential changes • Work with the product and come to next meeting with feedback 	Updated: 9/20/11; 3/1/11 Submitted: 2/15/11	Technical Committee
Rapid Application Prototype <ul style="list-style-type: none"> • On hold for funding availability • Consider if arcgis.com will meet the majority of needs proposed for this effort • Proposal updates being implemented • CGIS to provide updated proposal based on comments • CGIS provided proposal for review and comment • CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting • CGIS to provide cost/hours estimate by next Tech. Comm. meeting • Obtain pricing, based on specifications of application, from CGIS and MES <p>Email has been sent out to CGIS and MES from Kenny Miller – awaiting response</p> <ul style="list-style-type: none"> • Consolidate list of requirements for a rapid application deployment option (Phase 1) • Email consolidated list of requirements to Tech. Comm. <p>List has been generated and is available for review</p>	Updated: 9/20/11; 2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	Deputy GIO Application Subcommittee Technical Committee
Comment on Developer's portion of MD iMap Portal <ul style="list-style-type: none"> • Review and provide email comments to Lisa Lowe concerning 	Submitted: 8/4/10	Technical Committee

developer's page that has been added to the MD iMap Portal		
Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Data Submission Policy Updates: <ul style="list-style-type: none"> Add "Update frequency, "Last updated" and "WFS-enable: Y/N" in Data Submission Policy 	Submitted: 10/4/2011	Data and Resources Subcommittee
WGS Basemap from OSPREY <ul style="list-style-type: none"> Check to determine status of providing this basemap via MD iMap 	Submitted: 10/4/2011	Data and Resources Subcommittee
SHA Basemap <ul style="list-style-type: none"> Obtain information from SHA, recache and add as map service to MD iMap 	Submitted: 10/4/2011	Ashley Buzzeo
GIS/Archives Appraisal Questions <ul style="list-style-type: none"> Distribute survey to as many municipal, county and state agencies, as possible, for potential participation 	Submitted: 7/5/11	Technical Committee
Feedback/Requests concerning MD iMap <ul style="list-style-type: none"> Check for hillshade, which can be added as map service, @ MDP Add Hillshade Service: Inquire at DNR if they have a hillshade available Add Map/Parcel ID Look-Up: Follow up with requestor (Jason Zhao – MDE) to clarify request 	Updated: 10/4/2011 Submitted: 6/7/11	Jim Cannistra
"Political Boundaries" Map Service <ul style="list-style-type: none"> MXD and data submitted by Cindy Powell at DNR MXD modified in May 2011 Review the "Political Boundaries" map service, determine the source and last update date 	Updated: 10/4/11 Submitted: 6/7/11	Ashley Buzzeo Brad Wolters
Eastern Shore Imagery Assimilation <ul style="list-style-type: none"> Draft email, Portal post and tweet for notifying of these changes Eastern Shore imagery is now on production server Rename "NAIP" service to "Composite" service – Completed Tweets and email message of new imagery release Provide draft write-up of details and FAQs (Jim Cannistra) Add new "Composite" imagery service now and phase out "NAIP" service (CGIS) – Completed Check server space available versus need – Working w/DNR & CSSC Cost estimate for additional storage space for new imagery – Working w/DNR & CSSC 	Updated: 10/4/11; 6/21/11; 4/5/11 Submitted: 3/15/11	Ashley Buzzeo Jim Cannistra
Point of Interest/Place Name Geocoder <ul style="list-style-type: none"> Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs 	Submitted: 1/18/11	Ashley Buzzeo Brad Wolters
WFS Services <ul style="list-style-type: none"> Top 10 list to be assembled during next Data & Resources Subcommittee meeting List of enable services, email to group 	Updated: 4/5/11 Submitted:	Ashley Buzzeo Data & Resources Subcommittee

	3/15/11	
WFS Service Testing <ul style="list-style-type: none"> Top 10 list to be assembled and MOU issues assessed Executive Committee has requested demo at 4/27/11 meeting Follow up concerning process testing and provide feedback to Tech Comm 	Updated: 3/1/11 Submitted: 1/4/11	Data & Resources Subcommittee
Web Mercator Data Service Projection <ul style="list-style-type: none"> Per MES, EMMA replacement will use Web Mercator projection Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection – Will determine with DNR & CSSC (lots of variables: migration to 10, etc.) 	Updated: 10/4/11; 4/5/11 Submitted: 1/4/11	CGIS
Metadata Services <ul style="list-style-type: none"> Forward electronic list to group Updated list to be provided by Friday, 1/7/2011 Updated list to be provided at 1/4/2011 meeting Remaining “offenders” actively being pursued Resend email to “offenders” to complete metadata Email resent and follow-up by Kenny Miller to occur MDP has provided metadata for all their services on MD iMap Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap Email sent to Kenny Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> Direct contact of data owners A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process 	Updated: 1/18/11; 1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10 Submitted: 4/20/10	Data & Resources Subcommittee Co-chairs
Basemap Template Upgrade/Gazetteer Service Update <ul style="list-style-type: none"> Review and provide feedback to Ashley Buzzeo (Technical Committee) Provide hours concerning clean-up, update and reaching of this layer (Ashley Buzzeo) Submit additional comments for updates to Ashley Buzzeo Obtain most up-to-date county boundary from SHA Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ Comments for changes should be sent to Ashley Buzzeo Meeting to be scheduled to discuss next steps Upgrade basemap using Esri template 	Updated: 6/7/11; 4/5/11; 1/4/11; 12/21/10 Submitted: 10/19/10	CGIS Data & Resources Subcommittee Technical Committee
Google Urchin <ul style="list-style-type: none"> CCBC has not been able to incorporate this into their workflow as planned – New plan needed 	Updated: 10/4/11; 4/5/11;	GIO CGIS

<ul style="list-style-type: none"> • CCBC has updated through March 2011 and will post on portal • CCBC updating stats and will be posted to portal shortly • Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs) • Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm) • Manual has been generated for extracting web analytics from Google Urchin • Manual submitted for review by Technical Committee • Actively working on clarifying categories to be included on report • Provide categories to be included in statistical output report <p>Categories have been provided to CGIS by GIO</p> <p>Meeting to address scheduled for 9/22/10 at CGIS</p>	<p>3/1/11; 12/7/10; 11/16/10; 10/5/10; 9/21/10</p> <p>Submitted: 9/7/10</p>	Technical Committee
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Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
<p>Ramona</p> <ul style="list-style-type: none"> • Intern hired – will provide in next few months • Send out available stats .pdf for review • Check with IT person for Ramona to get MD stats 	<p>Updated: 10/4/11; 4/5/11; 3/15/11</p> <p>Submitted: 3/1/11</p>	Ashley Buzzeo
<ul style="list-style-type: none"> • Link to Ramona needs to be added to MD iMap Portal webpage <ul style="list-style-type: none"> ○ Embed search or have a one click link to Ramona 	Submitted: 3/1/11	Lisa Lowe Kevin Coyne
<ul style="list-style-type: none"> • Link to Merlin needs to be added to MD iMap Portal webpage 	Submitted: 12/21/10	Lisa Lowe
<ul style="list-style-type: none"> • Discuss with Broadband Team concerning functionality and code availability • Discuss adding a feedback button to MD iMap Portal webpage 	<p>Updated: 10/4/2011</p> <p>Submitted: 12/21/10</p>	<p>Outreach Subcommittee</p> <p>Lisa Lowe</p>
<p>Email Blast</p> <ul style="list-style-type: none"> • Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address • Blast email to extended GIS community • Include updated Vision document 	<p>Updated: 9/7/10; 5/18/10</p> <p>Submitted: 4/20/10</p>	Outreach Subcommittee
<ul style="list-style-type: none"> • Recruit participants • Obtain feedback concerning how to improve upon current outreach 	<p>Updated: 5/18/10;</p>	Outreach Subcommittee

strategies <ul style="list-style-type: none"> Email potential new members directly 	4/20/10 Submitted: 3/16/10	
<ul style="list-style-type: none"> Proactive Marketing of MD iMap 	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Charter <ul style="list-style-type: none"> Generate a charter 	Submitted: 12/7/10	Security Subcommittee
Security Model <ul style="list-style-type: none"> Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra) Price quotes from proposal submission to be updated Additional documentation needed to address: <ul style="list-style-type: none"> Cost of Delay Justification of security (limitations, efficiencies) Needs Assessment to determine groups and definitions Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting Document for presentation to Exec. Comm. at Oct. meeting Demo accompanying document to Exec. Comm. at Oct. meeting In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	Updated: 6/7/11; 3/1/11; 10/27/10; 10/19/10; 9/21/10 Submitted: 8/3/10	Security Subcommittee

COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Archival Connectivity Options <ul style="list-style-type: none"> Request clarification from DoIT to setup internal firewall structure to share via SwGI 	Submitted: 8/16/11	Barney Krucoff
WFS Services <ul style="list-style-type: none"> Agency sharing policy needed; Exec. Comm. to be consulted 	Submitted: 1/18/11	Kenny Miller Exec. Comm.

Introductions

Round-the-room

Executive Committee Meeting Recap

Central Geospatial Office

- Reallocated money and some new money
- DoIT preparing a budget request
- Combine MDPV requests for funds also
- Meet with other agencies, as needed
 - Offer open, as needed

License Request Process

- Web-based request form
- Formula for charging next year
- Current: quarterly lump sum, goes up \$20,000
 - Look at acquisitions and install base
 - Reallocate each year?
 - Push backs will require all others to be adjusted
- Readjusting central funding
 - Open up to proving need, but controlling (GIO & Deputy GIO)
- Adding CIO to check off form/confirmed by DoIT
 - CIO can designate someone else to sign off

Question: Provide estimate of reallocation of licenses?

Response: Can't estimate until all requests are known

- Requestor, Agency, End-User, Request Multiple Copies – some questions on form
- Separate questions for Desktop and Server requests
 - Asks questions about where the software is being loaded – Server Requests
 - Capture server names, room names, so it can be identified in future if original requestor leaves
- Action Item: Share existing form information with group – Co-chairs get from Barney Krucoff
- Action Item: Post GSA price schedule for reference – Barney Krucoff
- Still hopeful to add new agencies and continue to share costs

Question: Written policy on charging expectations request

Response: Some exceptions for non-general fund agencies, but general fund agencies could be centrally funded

Question: Specifics of GIO Office

Response: Size – closer to 10 than 20

- 3 Teams: Systems/Development Team(4+), Customer Service Team(3+), Data Team(3+)
- Money for ELA, hosting, MD iMap @ CGIS, central (COTS) data service (data.maryland.gov)
- New money: fee, bond, grant, license project? – sustainable
 - Gas tax?, Fee for plats?, Capital improvement project?
 - Coming from non-GIS funding
- DNRs contribution isn't able to be reallocated
 - New money = no sustainable source from 1 FY to another
- Requesting needs for each year, keep from year to year, something to hold onto

Question: Alternative?

Response: Smaller group?

- Action Item: Send slides via email – Barney Krucoff

Future Funding

- Might get some funding from BMC

- Have enough to operate through June 2012 – hit crisis point in June
- Some money from ELA to make up the gap
- Plan A: Get budget request into Governor's budget by January – Plan B & C to be considered afterwards
- CSSC awaiting BMC response to take over CSSC application and maintain presence
 - Expect to hear this week concerning BMC's considered involvement

Application Subcommittee Updates

No updates at this time

Future of Flex Programming

- Using ArcGIS Online as stop gap/short-term solution (template available)
- Adobe Reader moving onto Apple products, future?
- Options:
 - Change everything – no resources
 - Going forward with change
- Request from Homeland Security funds to convert OSPREY
 - Lessons learned to share with others
 - Share code
- JQuery as another programming language option?
- Tool to convert Adobe sites, tweek in 2nd language
- Pilot with CGIS to migrate a currently developed website
- Action Item: Approach Steven Anderson (Axis Geospatial) about presenting his pros/cons presentation to the group – Jim Cannistra
- Under ELA to be getting enhanced capabilities of arcgis.com
 - What will this include?
 - How will Maryland wrapper be incorporated?
 - Action Item: Barney to received updates tomorrow and will pass them along – Barney Krucoff
- Missing “play area” on servers – time limit
 - Post service and use it for temporary reasons
 - § Quick post
 - § Follow up with long-term “home”
- Hosted services can upload larger datasets with ELA?
- Next release:
 - 1,000 feature limit ð shapefile: limited productivity over web (technical limitation)
 - Upload file geodatabase opens up limit
 - § Keeps productivity up
 - “public intranet”
- Action Item: Share with MD iMap group link to webpage to Barney to show Esri – Michael Bentivegna

Data and Resources Subcommittee Updates

- Map service updates include:
 - Living resources
 - September unemployment
 - 2011 congressional districts
- DHCD map services have been WFS-enabled

- Elections Viewer updates – still beta
- MD Shorelines Online application has been updated
- MTA transit lines and stops have been added as a new map service

Intern – Ramona

- Emails to counties for framework layers
- Update layers, up-to-date @ Tweet, Portal announcement, email
- Cecil County responded that data is online and available to include

Data Ownership

- Responsibility of data, keeping it up-to-date/accurate
- Proactive way to get participation, how?

REST Description of Services

- 1/3 of the way through all services
- Overall description and layer information

Stats

- Request username and password from Ashley Buzzee if you would like to delve into stats more thoroughly
- To be updated monthly
- To be put on portal
- Can get individual map services, but can be timely process
- More market for geocoder
- Imagery to desktop from MD iMap is slow
 - Connect directly through SDE via intranet (in the future?)

Metadata

- Metadata onto Portal for map services, not consistent, not complete
- GeoPortal extension (Esri)
- ISO standards documentation available to data providers
- Socrata: out-of-the-box data portals
- Need data team, funding or more money to update/add
- Support short-term and long-term solutions
 - Short-term: 60 day limit
 - Long-term: price of admission
- Portal funding: know by December if next hurdle is passed

2011 Imagery

- 2011 Western Shore, 4-band
 - Accepted some deliveries
- Serve 4-band imagery on MD iMap? – Yes
 - Put into MD iMap – 3 Options
 - § Load as 4 band (larger file), toggle to 4th band in application
 - § Cache RGB
 - § Separate RGB and 4th band caches
 - Pilot has been done, image sent to MD iMap, testing at CGIS

§ .tiff (4 band), .sids (3 band), .jpgs (4 band)

§ Cache from where needs to be decided

- size considerations

§ use raw tiles to cache only

- Make data available as pieces come in and now wait until large pieces to load?
 - Load data piecemeal?, in large chunks? or when all is complete?
- Test share via SwGi, can provide local governments access
- MMRG should this remain?, Who can pull it down?
 - Migrate data
 - Future of MMRG

Domain Migration

- No updates after noon on Friday
- Nov. 11 – 14th: MD iMap down

Production Upgrade to Version 10

- 11/16 – projected date

PSAPs

- Local government examples, thank yous/success stories
- Hard copies for 11/29 meeting
 - Mike Sheffer: Sea-Level Rise
 - Shawn Wampler: Annapolis Imagery
 - Debbie Carpenter: Garrett County Parcels

-END MEETING-